

22 JUN 1981

DD/A REGISTRY

FILE: 0411-0-2

MEMORANDUM FOR: Director of Public Affairs

FROM: Harry E. Fitzwater  
Deputy Director for Administration

SUBJECT: Response to the Public Affairs' Request  
for DDA/ODP Assistance

REFERENCE: Memo to DDA from D/PA (DDA-81-1226), dtd.  
9 June 1981, subject: PRB Reference Center

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1. On 9 June 1981, Bruce Johnson, the Director of Data Processing; Clarus Rice, Director of Central Reference; and Messrs. [ ] from the Public Affairs Office, met to discuss the referenced memorandum. As a result of those discussions, it was agreed that the Director of Data Processing and Director of Central Reference would each identify an analyst who could work with Mr. [ ] to determine the size and scope of the problem outlined in the referenced memorandum. Those analysts will be Mr. [ ] from the Office of Data Processing, and Ms. [ ] from the Office of Central Reference.

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2. Initial contact to schedule a mutually appropriate time to convene the group's activities will be made early in the week of 22 June. Decisions on what should be done, by whom, and with what resources must of course await the results of that preliminary review. I have asked the Director of Data Processing to have that preliminary report ready by 3 July.

3. The report will be made available directly to you from the Director of Data Processing.

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[ ]  
Harry E. Fitzwater

Subject: Response to the Public Affairs' Request for  
DDA/ODP Assistance

ORIGINATOR:

/s/ Bruce T. Johnson

19 JUN 1981

\_\_\_\_\_  
Director of Data Processing

\_\_\_\_\_  
Date

Distribution:

Original - Addressee

2 - DDA

1 - D/OCR

## ROUTING AND TRANSMITTAL SLIP

Date

10 JUN  
1981

TO: (Name, office symbol, room number, building, Agency/Post)	Initials	Date
1. ADDA		
2.		
3.		
4. D/ODP		
5.		

Action	File	Note and Return
Approval	For Clearance	Per Conversation
As Requested	For Correction	Prepare Reply
Circulate	For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	

## REMARKS

4. Please prepare brief response to Mr. Hetu for DDA's signature naming ODP representative, as requested in final paragraph.

DDA suspense: 19 June

DO NOT use this form as a RECORD of approvals, concurrences, disposals, clearances, and similar actions

FROM: (Name, org. symbol, Agency/Post)	Room No.—Bldg.
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5041-102

OPTIONAL FORM 41 (Rev. 7-76)  
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81-1006

81-1026

ODP # 81-7

9 June 1981

MEMORANDUM FOR: Deputy Director for Administration

FROM: Herbert E. Hetu  
Director of Public Affairs

SUBJECT: PRB Reference Center

1. Action Requested: DDA/ODP assistance in developing an automated system for storage and retrieval of information reviewed by the Publications Review Board (PRB).

2. Background: On 8 September 1980, the DDA convened the DD's and others interested in the growing problem of management of information released to the public through FOIA, litigation, the PRB, executive disclosure, Congressional testimony, or any other means. The discussion was the culmination of an in-depth study by DDA/OIS. The conclusion was that existing management systems would have to suffice due to the enormity and potential cost of a new, consolidated system--with the exception of the PRB. The DD's agreed that the PRB required a review mechanism that protects classified information, preserves the Agency's right to pre-publication review, protects the First Amendment rights of authors, prevents egregious errors, provides evidence that the Agency is not capricious and does not depend merely upon the recollections of experienced employees, many of whom have retired or will soon retire.

At a PRB conference on 3 November 1980, the Board (including the Director of Security and the CIA General Counsel) recommended that a PRB reference center be established capable of assisting reviewers by locating specific information that had been declassified or released in the past. (To put this in perspective, since its formal inception in 1977, the PRB has reviewed some 420 manuscripts amounting to nearly 40,000 typed pages.) DDCI Carlucci agreed with this recommendation and authorized a study of how it might be implemented.

No sooner had this step been taken than a new Administration was installed, a manpower freeze imposed, and unprogrammed funds restricted. Faced with this reality, the Office of Public Affairs (executive secretariat for the PRB) undertook the project to develop a reference center from within its own resources. Some \$30,000 was reprogrammed from OPA audio-visual projects to cover costs of storage of reference materials in OCR's Rapid Search Machine. When completed, the RSM will be able to access any part of the Rockefeller Commission report, the Church and Pike Committee reports, and the Pentagon Papers, all of which are integral to a complete reference center. Moreover, a complete PRB manuscript library has been established in a vaulted storeroom, which provides ready physical access to all materials reviewed by the PRB.

What remains to be done is the design and implementation of an automated storage and retrieval system that will facilitate reasonably rapid access to information contained in these manuscripts and those reviewed in the future. It is beyond the capability of Public Affairs to do this, although Public Affairs has worked out a way to administer the reference center once it is established.

Our immediate need is for ADP expertise, and I solicit your assistance in this matter. Specifically, I request that an ODP representative be designated to work with my office as a co-project officer with  (PRB Executive Secretary) for this purpose.

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Herbert E. Hetu